
 <input type="checkbox"/> General Order <input type="checkbox"/> Division Order <input checked="" type="checkbox"/> Bureau Order <input type="checkbox"/> Special Order Order No.: 16-01 ----- <input type="checkbox"/> Procedure <input type="checkbox"/> Plan <input checked="" type="checkbox"/> Rule	Iowa Department of Public Safety	
	TITLE/SUBJECT: GTSB Cell Phone Policy	IDENTIFIER: 47-02.13
	TO: All GTSB Personnel	CC:
	RELATED DIRECTIVES/FORMS: 22-03.06	
	APPLICABLE CALEA STANDARD(S):	
	EFFECTIVE DATE: July 1, 2016	REVISION #: Original
	INSTRUCTIONS: This new rule requires that all staff assigned to GTSB are only allowed to use hands-free devices.	
	APPROVED BY:  Bureau Chief, Governor's Traffic Safety Bureau	DATE: July 1, 2016

I. Purpose

The Iowa Governor's Traffic Safety Bureau is committed to promoting safe driving habits, for all residents of the state. GTSB staff members are responsible for educating the public and serving as exemplary role models for traffic safety. In support of our mission, GTSB establishes a hands-free cell phone policy.

II. Policy

It is the policy of this Department that personnel shall operate State vehicles in a safe manner and in compliance with all applicable laws and departmental directives.

III. Definitions

- A. Electronic handheld device – These devices would include: cell phones, GPS navigation devices, MP 3 players, pager systems and other technology designated to be used for communication and entertainment. This definition does not include radios used for two-way communications.
- B. Portable electronic device – These devices would include: portable computers (i.e. laptops, notebook, etc.) mounted in-car computers, printers, and scanner devices.
- C. Electronic standard police equipment – These devices would include: mobile and handheld LMR (Land Mobile Radio) radios, public safety frequency scanner, citizen band radio, in-car video/audio camera systems, and RADAR unit.
- D. The State Patrol Fleet Manager – Supervisor operating Fleet and Supply.

IV. Procedure

All GTSB staff will be prohibited from using hand-held electronic devices including cell phones and any other hand-held or operated electronic device that requires the driver to use one or both hands to operate while driving a State vehicle or driving a personal vehicle during working hours. Writing, sending, or reading text-based communications while driving will be prohibited. If a staff member must make an emergency call, try and find a safe location to avoid causing further danger.